Wikipedia Edit-a-thon Planning Checklist

Logistics:

☐ Event space reserved

☐ Furniture:
   ☐ ___ chairs and _____ tables for workspace
   ☐ ___ tables for food, welcome table, reference materials
   ☐ whiteboard or easel with large flip-pad, markers
   ☐ podium (if needed)

☐ Technological equipment: extra laptops and power cords, projector, screen

☐ Schedule and responsibilities for colleagues and volunteers staffing the edit-a-thon

Publicity:

☐ Meetup page created, with list of suggested topics

☐ Event hashtag designated

☐ Outreach to WikiProject NC or experienced Wikipedia editors in your area

☐ Media contact list, including local media outlets and local groups or listservs dedicated to your edit-a-thon’s topic

At the Event:

☐ Signage to help people find the edit-a-thon space

☐ Introductory presentation on editing Wikipedia

☐ Copies of handouts on editing Wikipedia

☐ Welcome table materials: nametags, sign-in sheets, library/institutional brochures

☐ Reference materials, bibliographies, or information folders on potential article topics

☐ Food table: snacks, drinks, cups, ice, plates, napkins, utensils, trash cans, etc.